

REGULAR MEETING

February 12, 2024
6:30 p.m.

MEMORANDUM

G.6 Approve Cooperative Bid Award for Purchase of Copiers Mr. Sederlund

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve a copier contract award to Ricoh USA in the amount of \$607,243.00 for the purchase of 26 production copiers, utilizing the State of Michigan MiDEAL bid cooperative program.”

RATIONALE: Aggressive pricing was obtained through the State of Michigan MiDEAL bid cooperative program, of which Chippewa Valley Schools is a member. Funding will come from the 2018 Building & Site Fund for this purchase.

**CHIPPEWA VALLEY SCHOOLS
INTER-OFFICE MEMORANDUM**

To: Scott Sederlund Assistant Superintendent for Business and Operations
 CC: Danielle Jacobs Director for Business Services

From: Lillian Grayson Purchasing and Risk Management Coordinator

Date: February 6, 2024

Re: **Recommendation of Cooperative Contract Award for Purchase of Copiers**

Over the past few months, I have analyzed all the copiers in the district in terms of inventory, specific locations within the buildings, monthly usage, and most importantly, accuracy of the quarterly invoices. Physically identifying each copier and checking to ensure the automatic meter reads were functioning and accurate was the first step to check against Ricoh's master list and ours. Many errors were identified during the process, most notably the continuation of monthly usage charges on copiers that had been removed from the buildings during the last purchase. After many calls and meetings, and Ricoh recognizing the importance of accuracy in our billing invoices before moving forward with any new purchases, our account is now accurate and current.

Currently, we have 97 copiers in the district. Of those, 26 production copiers (PRO8100 models) are 9-10 years old and have exceeded their useful life. Many of these older models result in frequent service calls due to paper jams and other technical issues. Additionally, the parts assurance date is seven years from the last production date of a copier. In this case, December 2023 was the final month of assured availability of parts for these machines.

VENDOR	PURCHASE and MAINTENANCE COSTS	COPIER EQUIPMENT – PRO8300s		
		96 – PAGES PER MINUTE (Qty 14)	96 – PAGES PER MINUTE (Qty 5)	96 – PAGES PER MINUTE (Qty 7)
	Added Features	- Large capacity tray - Stapling Finisher - Punch Kit - Surge Protector	- Large capacity tray - Booklet Finisher - Punch Kit - Surge Protector	- Stapling Finisher - Punch Kit - Surge Protector
	Total Purchase Cost	\$ 332,626.00	\$ 122,815.00	\$ 151,802.00
Ricoh USA	Maintenance	\$.004 / copy	\$.004 / copy	\$.004 / copy

I am recommending that we replace these older production copiers with the newest model (PRO8300s). This newer model has the latest technology, and includes network printing, color scanning, faxing, large capacity trays and multi-position stapling functions. The recommended copier replacements shall be awarded to the MiDEAL vendor, Ricoh USA, for both the purchase price and the service / maintenance contract.

The grand total cost purchase cost is \$607,243 and is based on Ricoh's State of Michigan's MiDEAL cooperative program. Please note that while we did not receive volume pricing, we are eligible for a \$1,000 rebate for each machine. This would include all 26 machines. Additionally, Ricoh is offering a \$650 trade-in for each copier. Combined, that's \$1,650 per machine, or \$42,900.00 in total that we would receive.

These copiers will be delivered and installed 30-40 days after the issuance of a purchase order. Each copier will have a production engineer that will be onsite to set up the machines on our network and perform in-depth training for our staff. This purchase will be funded from the 2018 Building & Site Fund. Please contact me with any questions you may have.